

CINCINNATI POLICE DEPARTMENT

FALSE ALARM REDUCTION UNIT

Instructions for Completing the Non-Residential Security Alarm Registration Form

Complete all sections of the form. The form may be submitted by Facsimile (Fax) to 513-352-1445 or by U S Mail. Email registrations are not accepted.

Alarm Location: On the first line, enter the business name of the organization as it would appear on company signs. On the second line, enter the corporate or company name if different from the business name. Next, enter the complete address of the alarm system location. Telephone 1 is the primary number to reach the location manager. Telephone 2 is the back up telephone number, such as a cell phone or fax number.

Owner/Managing Partner/Corporate President: Enter the name, address and telephone number(s) of the person legally responsible for the operation of the business.

Send Notifications/Statements To: Enter the name, title and address of the person(s) to whom all mail, including invoices should be directed. This may or may not be the same address as the alarm location or responsible party.

Contact Person 1: Enter the name of the primary person to be contacted in the event of an alarm activation. Include the individual's name and two telephone numbers where that person may be reached.

Contact Person 2: Enter the name and telephone number(s) of the back up person to contact in the event that contact person 1 is not available.

What is the Name and Address of your Current Alarm Company: Enter the complete name and address of the alarm company which bills you for alarm services.

Installation Date: Enter the date the security alarm system was first placed in service, if after July 15, 2003..

Be sure to sign and date the form. Return a completed copy to the FARU. Retain a copy for your records. An unsigned form will not be accepted as a valid registration.

Civil monetary penalties will be assessed for all false alarms recorded from an unregistered security alarm system. The fine for the first false alarm from an unregistered system is \$100.00. For all subsequent false alarm activations from an unregistered security alarm system, the fine is \$800.00 per activation.

If you have any questions, please contact the False Alarm Reduction Unit at 513-352-1272 or by email at cpdalarms@cincinnati-oh.gov